

# MEDICAL OFFICE ASSISTANT

## Diploma Program

**Program Objective** - The Medical Office Assistant program provides training for an entry-level career as a member of the healthcare team and emphasizes front-office administrative skills. Graduates may pursue career opportunities in the growing healthcare industry in doctors' offices, medical clinics, and other health-related facilities as medical office support personnel, medical secretaries, and medical receptionists. Or, graduates may elect to continue their education to earn the Medical Assisting associate degree that will expand their skills to include back-office and clinical responsibilities.

<u>Program Requirements:</u>		Quarter Credit Hrs		Quarter Credit Hrs	
*MA100	Medical Orientation	2	IT100	Introduction to Computers	4
*MA105	Medical Law & Ethics	2	OT101	Document Processing I	4
*MA110	Medical Terminology	4	IT101	Word Processing	2
*MA111	Anatomy & Physiology I	4	EN101	English Composition I	4
*MA112	Anatomy & Physiology II	4	EN102	English Composition II	4
*MA115	Medical Coding	4	GS101	Career Development	4
*MA125	Emergency Procedures	2	GS201	Career Management	2
*MA215	Medical Insurance	4	GSxxx	General Studies Elective	4
*MA220	Medical Computer Applications	2	MH101	College Mathematics	4
*MA222	Medical Office Systems	4			
Total Quarter Credit Hours Required for Graduation				64	
Total Hours Required				730-740	

\*A minimum grade of "C" is required.